

Advanced Apprenticeships: Level 3 Management

Course Overview

This qualification is designed for first line managers in any sector who need to develop a range of skills to improve their generic management competence.

This course is about managing people and resources effectively.

The programme will result in four qualifications; the content of which will be tailored to the specific needs of the manager. This will give managers the core competences needed to manage in a pressurised work place.

Course Content

There are four components to this apprenticeship, providing the Learner with a broad knowledge of management practice and skills:

- NVQ L3 in Management
- VRQ L3 Award in First Line Management
- Key skills: L2 Communication
- Key Skills: L2 Application of Number

On achieving the qualification, managers will have a deeper understanding and demonstrate competence in the key areas of:

- Problem Solving and Decision Making
- Performance Management
- Managing their own resources and professional development
- Providing leadership in their area of responsibility
- Allocating and monitoring the progress and quality of work
- Ensuring safety requirements are met in their area of responsibility

How we deliver this course

To enable an effective apprenticeship programme to be designed, we initially work with your training or HR team to arrange a needs analysis, which will lead us to developing learning plans for every individual participant. Existing skills levels are taken into account, and mapped against organisational objectives.

Our expert assessors will visit employees in their workplace without disrupting work, to observe their performance and guide, support and coach them throughout the apprenticeship.

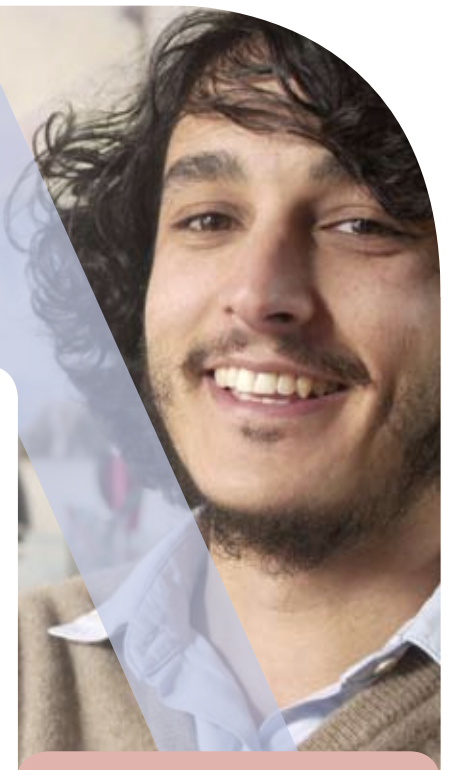
During the NVQ training, we will use scenarios and case studies based on your own organisation, and we'll make sure our staff get to know you well. Assessment is through a number of means including: direct observation by the Assessor, personal statements by the Learner about their work and testimonies by their manager/colleagues about their work and capabilities.

The VRQ component is delivered in a workshop style over 4 or reflective reviews and 1 work-based assignment.

Key skills are delivered by portfolio compilation, consisting of a number of projects/assignments. There is also a supervised test.

The employment rights and responsibilities workbook is completed through Learners own research and reading.

The apprenticeship will require a commitment of one to two days a month by both the employee and the employer, for up to a year.



“Mitres training has ensured our staff are trained to the highest levels and therefore can help the club achieve their goals off the pitch.”

Tom Glick CEO Derby County Football Club

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